

APPLICATION

Certificate in Disaster Resilience Leadership

By applying for the Certificate in Disaster Resilience Leadership (DRL) as a non-degree seeking student, you will receive official University credit for the DRL courses taken and a transcript record can be generated. Once you complete all 4 courses, you will receive a Certificate from the DRLA.

INSTRUCTIONS

Your application package for applying to the Certificate in DRL must be complete before you mail it to Tulane University's Disaster Resilience Leadership Academy (DRLA). It should include all of the following items:

- ☐ Completed Graduate Certificate Application Form
- ☐ Statement of Purpose (please see the guidelines included in the Graduate Certificate Application Form)
- ☐ A letter of recommendation from a professional reference or former professor
Note: This should be submitted in a sealed envelope and signed across the back by the recommender. Ask your recommender to return the form to you to be submitted unopened with your application.
- ☐ Current resume or Curriculum Vitae
- ☐ U.S. \$45.00 application fee (made payable to Tulane University)
- ☐ Test of English as a Foreign Language (TOEFL) ♦
Note: This is for students whose first language is not English

♦ Fluency in English is required. If English is not your native language, the Test of English as a Foreign Language (TOEFL). You must ask the Educational Testing Service (ETS) to send your official TOEFL test scores directly to Tulane.

All application materials, with the exception of the TOEFL score reports, should be mailed in one envelope to:

Shweta Dewan, Program Manager
Disaster Resilience Leadership Academy
Tulane University - School of Social Work
1555 Poydras St., 7th Floor, Suite 716
New Orleans, LA 70112

Only completed application packets are forwarded to the DRLA Faculty Steering Committee for review. Therefore, it is very important that all of the required documents accompany your application. Sending application materials separately could cause a delay in the processing, although in certain circumstances this may be considered.



TULANE DISASTER RESILIENCE LEADERSHIP ACADEMY

Materials submitted in support of an application are not released for other purposes and cannot be returned to the applicant.

Note: Applications for admission to the Tulane's DRLA program are accepted on a rolling basis. However, the following are deadlines to submit applications for each semester:

- Fall semester deadline: August 1
- Spring semester deadline: December 1
- Summer semester deadline: May 1

GRADUATE CERTIFICATE APPLICATION FORM for Non-credit Seeking Students

Please print or type

Application Fee: \$45.00 (U.S. Dollars): Please make check payable to Tulane University

Deadline for the semester you would like to enroll in (circle one):

Fall - August 1st

Spring - December 1

Summer - May 1

Please submit with this application a professional recommendation and your statement of purpose. All letters of recommendation must be submitted in sealed, signed, and unopened envelopes.

Application for: _____
Semester Year

PERSONAL INFORMATION

☐ Ms. ☐ Mr. ☐ Mrs. ☐ Dr.

Full Name: _____
Last (Family) First Middle

If your transcripts, references or any other official records list a different name, print the name (s) below:

Sex: ☐ Male ☐ Female Date of Birth _____ Place of Birth _____
MM/DD/YY

If not U.S.A, country: _____ U.S. Social Security Number _____

U.S. Citizens and Permanent Residents Only:

The U.S. Department of Education requires universities to report on the ethnic composition of their student body. This information is confidential and is used only for statistical purposes. The information will be used in a nondiscriminatory manner, consistent with applicable civil rights laws. It has no effect on the admissions process. Self-identification is voluntary.

- | | |
|--|---|
| <input type="checkbox"/> White, Anglo, Caucasian American (non-Hispanic) | <input type="checkbox"/> Native American |
| <input type="checkbox"/> Asian Pacific American | <input type="checkbox"/> Pacific Islander/Hawaiian Native |
| <input type="checkbox"/> Hispanic/Latino/Latino (including Puerto Rican) | <input type="checkbox"/> African American/Black |
| <input type="checkbox"/> Other (specify) _____ | |

Native language _____ Other languages studied _____

CONTACT INFORMATION

Permanent address: _____
(Number and Street) (Apt.) (City) (State) (Zip Code) (Country)

Home phone _____ Cell phone _____

Present e-mail address _____

Present physical address _____

Valid until _____

Name (including relationship), address, and telephone number of person to contact in case of emergency:

EDUCATIONAL INFORMATION

Have you previously applied to Tulane University? ☐ Yes ☐ No

If yes, indicate below:

Term: _____ School: _____ Major: _____

Have you ever been accepted for admission to Tulane University? ☐ Yes ☐ No

If yes, indicate below:

Term: _____ School: _____ Major: _____

Required Tests

International applicants whose native language is not English must take the TOEFL. Official test scores must be requested from ETS and sent directly to Tulane using the following codes: School Code – 6183; Department Code: 5001

TSE or TOEFL:

Date _____ Self-reported score _____

ACADEMIC RECORD

Grade Point Average: _____

All undergraduate courses _____ Courses in your major _____ Courses for graduate credit _____

List all colleges/universities at which you have taken courses for credit including any degrees obtained. Official copies of all undergraduate and graduate transcripts are required. Transcripts must be in a sealed envelope with the Registrar's signature across the back of the envelope.

Name of Institution	Location	Dates Attended (mm/yy to mm/yy)	Degrees pursued	Earned (yes/no)
1. _____				
2. _____				
3. _____				
4. _____				
5. _____				

EMPLOYMENT HISTORY

List employment, including military service, during the past seven (7) years, beginning with the most recent or current experience. Include volunteer and summer experience. Use additional space if necessary. **PLEASE COMPLETE AND ENCLOSE YOUR RESUME.**

Name/Address of Organization	Position	Dates Employed	Supervisor	
				<input type="checkbox"/> Paid <input type="checkbox"/> Volunteer <input type="checkbox"/> Internship
				<input type="checkbox"/> Paid <input type="checkbox"/> Volunteer <input type="checkbox"/> Internship
				<input type="checkbox"/> Paid <input type="checkbox"/> Volunteer <input type="checkbox"/> Internship
				<input type="checkbox"/> Paid <input type="checkbox"/> Volunteer <input type="checkbox"/> Internship
				<input type="checkbox"/> Paid <input type="checkbox"/> Volunteer <input type="checkbox"/> Internship

What source of information prompted you to apply to Tulane's Disaster Resilience Leadership Academy?

STATEMENT OF PURPOSE GUIDELINES

In a separate document, please include your career goals and mission, particular areas of study that you plan to pursue, and key areas of competency that you want to develop through this program.

Please ensure that your statement of purpose is 1-2 pages.

I certify that the information contained in this application, in the statement of purpose, and in the supporting documents is complete and accurate, and I understand that the submission of inaccurate information or the omission of information may be sufficient cause for denial of admission or termination of enrollment.

Signature _____ Date _____

Tulane University is an Affirmative Action/Equal Employment Opportunity institution, and consequently its policy of non-discrimination includes recruitment, employment, retention, and promotion of the most qualified students, faculty and staff, regardless of an individual's race, sex, color, religion, national/ethnic origin, citizenship, marital status, sexual orientation, handicap, or veteran status. Tulane University does not discriminate in its provision of services and benefits and in its treatment of students, parents and employees. The Affirmative Action Office monitors on an ongoing basis, compliance with all University policy concerned with affirmative action/equal employment opportunity. Inquiries regarding this policy may be referred to the Affirmative Action Officer (Gibson Hall)

Letter of Recommendation (Page 1 of 2)

To the Applicant: You must submit with your application letters from three (3) of your professors or professional affiliates, preferably in your major field. Complete this section. Please type or print. Give this form and a self-addressed, stamped envelope to the person whom you have asked to recommend you. When that person returns the sealed envelope to you, include it with your other application materials. In order for the recommendation to be valid, it must be submitted in a sealed, signed, and unopened envelope.

Full Name: _____
Last (Family) First Middle

Proposed field and degree program _____

Term and year of admission _____ Recommender's name _____

In accordance with the Family Education Rights and Privacy Act of 1974, you may waive your right to inspect this recommendation by signing the statement below. Should you decide not to waive the right, you will have access to the recommendation if you enroll in the Payson Center at Tulane University. Note: Your signature below indicates that you wish to waive your right to inspect this recommendation.

Signature _____ Date _____

To the Recommender: Please type or print. This recommendation will remain confidential during the admissions process and will be used by the DRLA only in its procedures relative to admission. If the student has not waived the right of access to the recommendation it will become accessible to the student only if he or she enrolls in the DRLA.

Please write candidly and analytically about the student's qualifications and potential to carry on advanced study in the field specified, as well as about his or her promise of professional success. In describing such attributes as motivation, intellect, and maturity, please discuss both strong and weak points. Specific examples are more useful than generalizations. If possible, please compare the applicant with others you have recommended who have attended or are attending Tulane University. To do so, please attach a separate letter with this 2-page form, enclose it in an envelope. Seal it, sign it across the seal and return it to the applicant.

Letter of Recommendation (Page 2 of 2)

Applicant name: _____

How long and in what capacity have you known the applicant? _____

Please compare the applicant with others in your department who have gone on to graduate study; please check whichever percentage is appropriate for each area:

	Top 5%	Top 10%	Top 25%	Top 50%	Bottom 50%
Scholarship					
Emotional stability					
Writing ability					
Skill in oral discussion and/or presentation					

Signature _____ Date _____

Name _____ Title _____

Please print or type

Institution _____

*Name**Address*

Recommender's e-mail address _____